



Accessing the Ashland Corporate University Learning Management System through FirstHand



1. Open Internet Explorer by double-clicking the **Internet Explorer** icon located on your computer desktop.



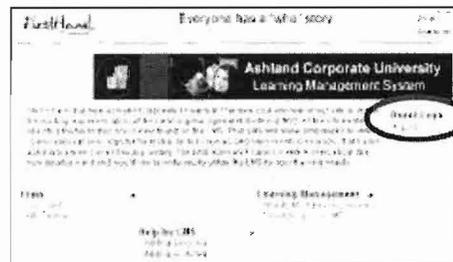
Note: To expand the window for easier viewing click on the center icon in the upper right corner of the window.



2. From *FirstHand*, click on the **Ashland Corporate University** link located under the **Employee Info** heading.

Note: You may need to click the if the link is not visible

3. Select the **LMS** link located under **Direct Login** on the right side of the screen.



4. Enter your employee number and password in the corresponding fields.

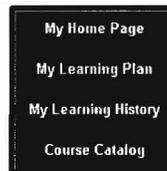
NOTE:

- Your **employee #** is your ID without the preceding "a" (123456).
- Your **Password** is your birthday in MMDD format. (0101).
- If you are an international employee, you **WILL** need a "c" or an "a" before your employee #.

Click the **'Log On'** button.



5. Click on any title on the left-navigation bar to navigate the site.



6. To end your session, click **'Log Off'** from the left-hand navigation bar.



Experiencing difficulties? Contact the Learning and Performance Team at 614-790-1688 or via e-mail at learningandperformanceteam@ashland.com.

Performance - LMS

What is the Learning Management System?

The Learning Management System (LMS) is a tool implemented company wide that standardizes all internal training processes. It provides the corporation with a single system for tracking all employee learning and acts as a repository for compliance training.

The LMS provides the following functionality:

- Enables users to register for courses from one online location.
- Enables users to access Web Based Training (WBT) courses.
- Enables users to browse the Course Catalog.
- Enables users to view their Learning History (training records).
- Enables users to design and view their Learning Plan.
- Enables managers to modify and view the Learning Plans and History of their direct reports.

Keep track of your 'external' training on the LMS

Did you know that all Chemical Sector employees are supposed to manually input all training that's been provided outside of the Learning Management System (LMS)?

Well, now you do.

Why is this important? Capturing external training is a requirement for Responsible Care 14001 certification. Ashland experienced a "non-conformance" in this category this year, so we're taking steps to inform employees of this requirement to prevent future "non-conformances."

What's in it for me? Employees benefit from having a record of all the skills they've acquired and all the training they've completed. This will come in handy during quarterly reviews and development discussions with your managers. Impressive!

What types of training should I include? Your LMS Learning Plan keeps track of all your assigned learning activities. Examples of learning activities include internal and external training as well as attending job-related conferences. You need to input all those seminars and webinars that either provided subject matter expertise or enhanced your skills. This training may have helped you perform your current job better or prepare you for a future job.

How do I capture my external training on the LMS?

To add a learning activity to your plan, go to the [LMS](#); sign in and click 'My Learning Plan' from the left-hand navigation bar. If you need to add a learning activity that is not offered in the LMS, click the '**Change Plan**' button and follow the directions on the following screen.

The '**Change Plan**' button can also be used to make changes to courses already on your Learning Plan.

Note: If you question the validity of your learning plan, contact your manager or training administrator.

If you have questions or suggestions regarding the Learning Management System please contact the Learning and Performance Team at 614-790-1688 or via e-mail at learningandperformanceteam@ashland.com.